

Professional and Managerial Branch
Planning Group
Planning Series

PLANNER II

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs professional work in the preparation and recommendation of planning standards, and the administration of urban planning and development programs; performs related work as required.

EXAMPLES OF DUTIES:

Plans and conducts research studies of urban planning and development programs such as zoning change requests, land use, transportation planning and special privilege requests; researches and prepares elements of the El Paso Comprehensive Plan; coordinates the changes to City ordinances; processes applications for special privilege requests, zoning changes and sales and leases of City lands; prepares draft and final copies of graphics including maps, photographs, tables and concept drawings; meets with developers, engineers, boards, commissions and public groups to discuss proposed subdivisions of land; investigates and reviews subdivisions to assure compliance with federal, state and local legislation.

Participates in developing methodology for planning projects; interprets research data and prepares population, housing, social and economic, transportation, environmental impact and other specialized studies of urban and extraterritorial jurisdiction areas; consults with local officials, concerning the compilation and interpretation of research data for community development projects; conducts analyses, and prepares revision.

Develops and delivers presentations before City Council, boards and public groups; prepares grant applications and monitors projects; supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct, work attendance and safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in City Planning, Urban Affairs or a related field and three years of professional experience in urban, regional, or community planning work or related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of urban planning and zoning; considerable knowledge of the practices and techniques of planning research; good knowledge of supervisory techniques, standards of conduct, work attendance and safe working practices and procedures.

Ability to formulate effective plans for urban development, renewal, and conservation; ability to interpret planning requirements and objectives to interested groups and the general public; ability to apply practices and techniques of planning research to general and specific urban studies and projects; ability to establish and maintain effective working relationships with fellow employees, subdividers, developers, contractors, and agencies and groups interested in planning; ability to supervise assigned personnel; ability to communicate effectively orally and in writing; ability to maintain files and prepare reports.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head